ePermitting Access Permit Application and Payment Access Permits

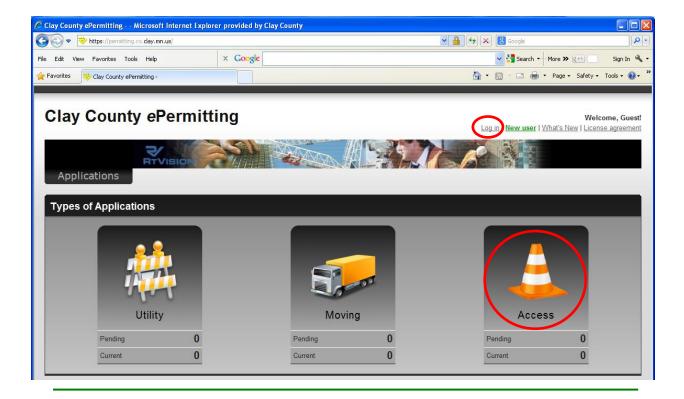
Applying and paying for an Access Permit is done via the Clay County ePermitting System. Step-bystep instructions are available below.

Instructions for Clay County ePermitting System Access Permit Application and Payment

Apply for a Access Permit on the Clay County ePermitting Website

Logging In

1. Select **Log in** in the upper right corner **or** the **Access** icon.

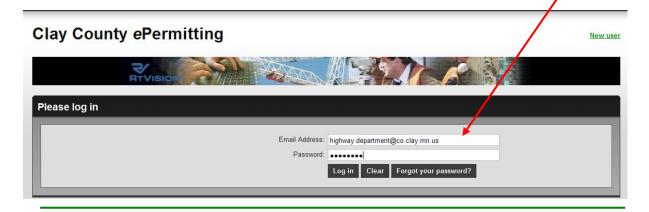


2. Enter email address and password (the ones activated via the one time registration process).

To create a New user account, please review the online Registration Guide on the Clay County

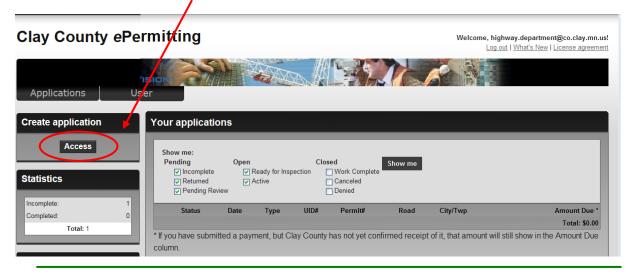
permit website. (The Registration Guide is applicable to Access, Utility and Moving permits.)

Note: Throughout the instructions Highway Department information is used as **an example only**. Use your information as requested.



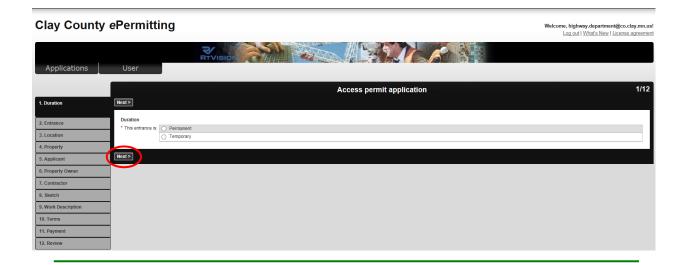
Creating a Permit

3. Click on Access Permit in the Create application box.



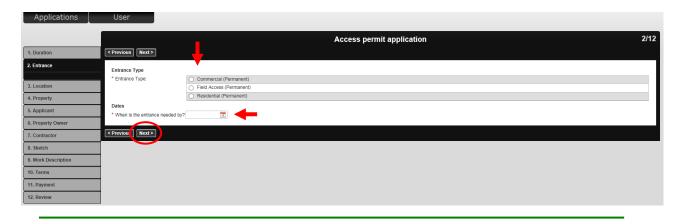
4. In Step 1, specify the **Duration** of the entrance by clicking the appropriate selection.

When finished, click Next >.



5. In Step 2, specify if the **Entrance Type** by clicking the appropriate selection and specifying a **Date** the entrance is needed by.

When finished, click Next >.

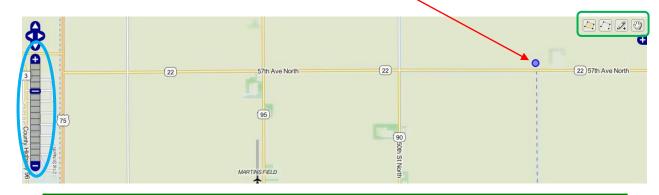


6. In step 3, complete the **Location Information** to identify the location for this permit request by completing the requested fields and drop down boxes.

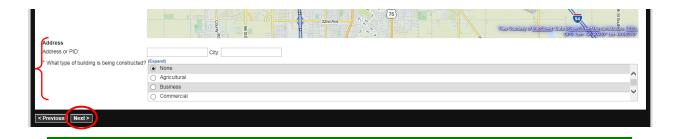


a. Next, complete the ${\bf Mark\ Location\ on\ Map}$ section.

- 1. Type the address or city & state in the Mapped Location bar and hit **Find** it.
- 2. Use the <u>zoom feature</u> on the left-hand side of the map to help find your location.
- 3. Select the <u>hand icon</u> to drag the map as needed.
- 4. Select the pencil icon to place a mark on the map.

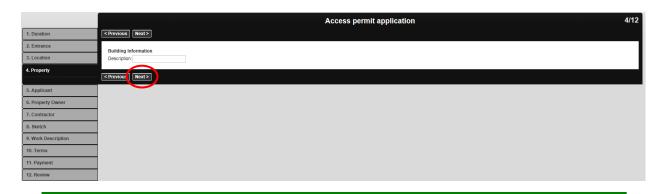


b. Next, complete the **Address** information and type of building being constructed.When finished, click **Next >**.



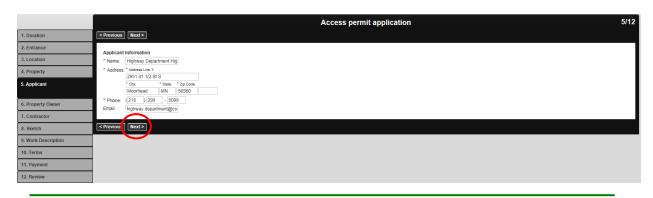
7. In Step 4, complete the **Building Information** by describing the type of structure the access will lead to.

When finished, click Next >.



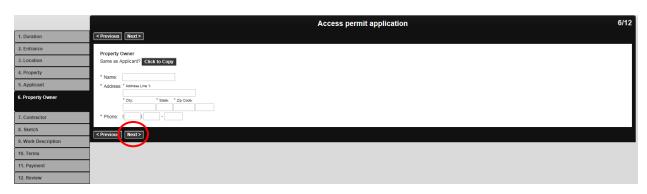
8. In Step 5, complete the **Applicant Information**. *Note:* this will automatically populate with the user demographic information on file.

When finished, click **Next >**.



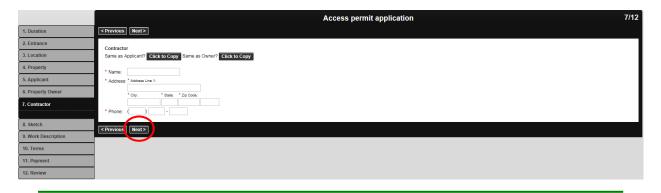
9. In Step 6, complete the **Property Owner** information. *Note:* you may copy the applicant information by selecting the **Click to Copy** button.

When finished, click **Next** >.



10. In Step 7, complete the **Contractor** information. *Note:* you may copy the applicant information by selecting the **Click to Copy** button.

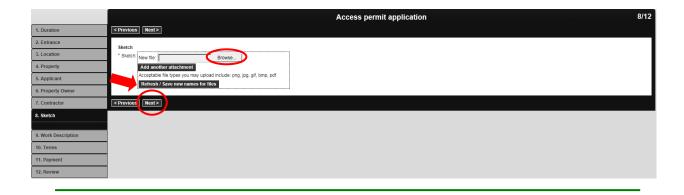
When finished, click Next >.



11. In Step 8, attach the **Sketch** or picture of the location. Click **Browse...** and navigate to the file(s) on your computer. After locating the file(s), click **Refresh/Save new names for files**.

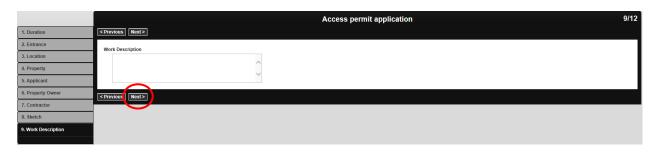
Note: You will be required to attach a file in order to submit the permit request.

When finished, click **Next** >.



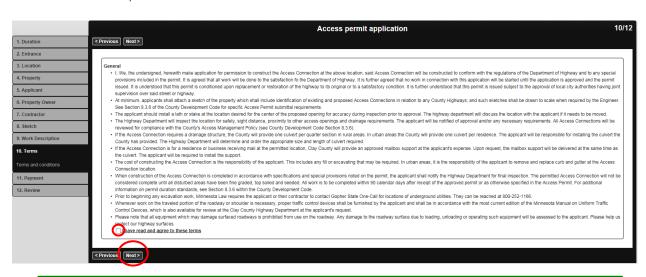
12. In Step 9, include any additional details of the request in the Work Description box.

When finished, click Next >.



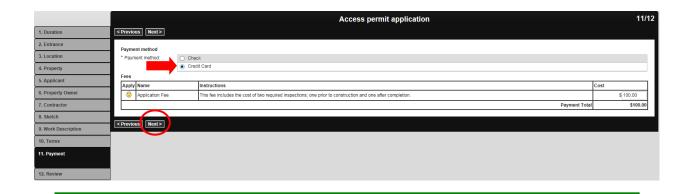
13. In Step 10, review the **Terms** and if you agree, click the checkbox indicating **I have read and agree to these terms** to accept at the bottom.

When finished, click Next >.



14. In Step 11, you are required to select a **Payment method**.

After the payment method is selected, click **Next >**.

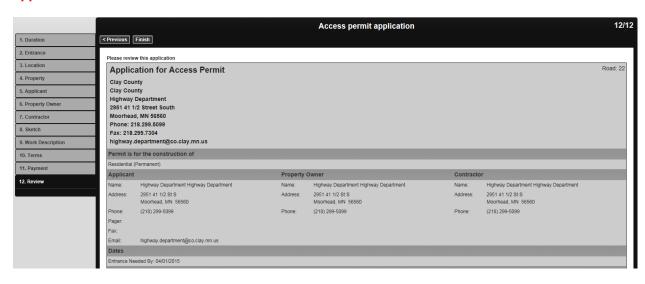


15. If any required information is missing, the applicable step will appear in red. Revise the information in the step by clicking on its name in the left-hand column.



16. In Step 12, review the information provided. If needed, you can revise the information in any of the steps by clicking on the step name in the left-hand column.

Note: This is the last opportunity to revise the access permit application prior to submitting for approval.



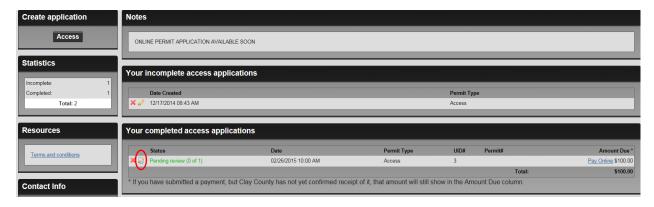
If no changes are needed, click on Finish at the bottom.



17. If paying by credit card, click **Pay Online**. This will bring you to the card payment system.



Upon completion you will be automatically directed back to the main dashboard. The access permit application you just submitted will be listed under **Your completed access application** column. Click on the **document icon** to view your access permit application.



The permit application is pending review. **Once it has been approved**, it will move to an **Active** status and you will be notified via an automatic email notification.

You can click on the link within the email message to open up the approved permit. You can also check on the status by logging into your user account.

Permit Approval

18. Once your payment has been received, the Highway Department will review the permit application and an email will be sent indicating that your application is either approved, returned or denied.

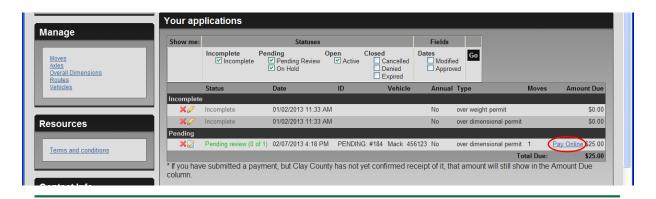
If the application is **approved**, the email will indicate approved and will include a **link** on which to click to view the permit. There must be an electronic signature in the **Approved** area for the permit to be valid.

If the application is **returned** or **denied**, the email will indicate the new status and include a brief description of the reason it has been returned or denied. It will also include a **link** on which to click. Near the bottom of the page, in the **Event Log** area, further information regarding why the permit was returned or denied will be provided.

- If the permit is **returned**, you will be able to make appropriate adjustments per the reason provided and resubmit the permit.
- If the permit is **denied**, it will not be valid and indicate: **This is not a valid permit and new application will need to be submitted.**

Making Payment Online

1. To make payment online click Pay Online.

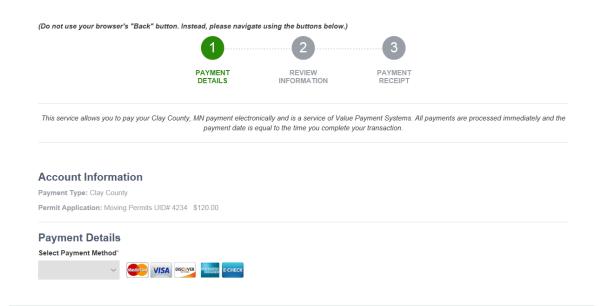


2. Click the Process Payment button on the left side of the screen.



3. You will be connected to the online Value Payment Systems. Complete the required information.

Retain a copy of the receipt for your records.



Payment Amount: \$ 120.00 Card Number *			
XXXXXXXXXXXXXX			
Expiration Month*	Expiration Year*	CW*	
- ~	- ~	123	
		What is CVV?	
Billing Information	on		
☐ Check this if card addre	ess is international.		
Cardholder First Name*		Last Name*	
First Name		Last Name	
Billing Address*		City*	
AnySt. #1278		Anytown	
State*		ZIP code*	
Select	~	37512	
Contact Phone Number*		Email Address	
Phone Number		email@email.com	
Continue			
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If you have any questions, please do not hesitate to contact the Clay County Highway Department at:

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Moorhead, MN 56560 Phone: 218.299.5099

Fax: 888.259.8757